

DAILY GROUP ATTENDANCE SHEET

Date: _____

Department: _____

Work Unit/Group: _____

IMPORTANT NOTICE: Falsification of this document, by anyone involved in the timekeeping process, will result in severe disciplinary action.
Exact times shall be entered by the employee; however, during the payroll processing, payroll clerks will round all docks and overtime to the NEAREST quarter hour.

									For Completion by Payroll Clerk		
Employee Name*	Begin Time	Meal Out	Meal In	End Time	Hrs. Wrkd	Sched Not Worked	Charge Code	NOTES	Over time ST	FLSA	CT Earned

*Initial at end of day

Charge Codes:
CT=Compensatory Time HL=Holiday VL=Vacation Leave
CL=Compassion Leave D=Dock JD=Jury Duty MedL=Medical Leave ML=Military Leave SL=Sick Leave SU=Suspension
WC=Wkrs Comp WF=Work Furlough

I certify that the above is correct to the best of my knowledge. Supervisor's Signature _____ Date: _____